



## 2020 Lebanon Food Truck Festival Application

Friday, June 26, 2020 - 5 pm to 9 pm & Saturday, June 27, 2020 11 am to 3 pm - Colburn Park

### NEW information for 2020 in red font!

**Basic Festival Information:** The Lebanon Food Truck Festival will be held on the Western end of Colburn Park in downtown Lebanon, NH. The event is scheduled for Friday, June 26, 2020 from 5 pm to 9 pm and Saturday, June 27, 2020 from 11 am to 3 pm. Vendors may apply for the full event or either day. We plan to sell 1200 tickets per day.

**Application Process:** The Lebanon Food Truck Festival is a special event by the Lebanon Recreation and Parks Department. Applications will be accepted based on festival needs (variety, appearance, cost). We will accept a maximum of 12 food truck vendors per day. This application does not guarantee acceptance. All applications must be received by March 20, 2020. You will be notified on your status by March 27, 2020.

**Participants:** The festival showcases the variety of food trucks the region has to offer, as well as support the small business owners who run them. Each food truck vendor should provide their event menu as well as a \$3.00 sample of an item they would like to highlight. The food truck vendors are expected to have two lines: one for sample items (collecting sample tickets) and one for items from an event menu. Non-alcoholic beverages may be provided by food trucks. All alcoholic beverages will be served by Salt hill Pub.

**Payment/Fees:** The participation fee is \$75.00 per day for accepted food truck vendors. Upon acceptance, payments should be made to the City of Lebanon and all required documents are due by April 3, 2020. All funds are committed to the success of the event, rain or shine. For these reasons, refunds are not available.

**Inspections & Licenses:** Please provide a Certificate of Insurance with City of Lebanon listed as additionally insured and NH Food License. If you are classified as temporary or occasional food service establishment by NH DHHS, safe food handling certification is required. All mobile food trucks shall be required to have an inspection and operational permit issued by the Lebanon Fire Department prior to operating within the City of Lebanon. Permits can be picked up at Lebanon Fire Station 1, 12 South Park Street, Lebanon, NH or [online](#). Please contact Maddy Goodell at 603-448-8810 to schedule the inspection.

- Any mobile food truck operating within the City of Lebanon that produces grease laden vapors shall be equipped with an automatic fire extinguishing system per the 2018 IFC Section 319.4.1.
- Any mobile food truck operating within the City of Lebanon that produces grease laden vapors shall be equipped with LP-gas alarms per the 2018 IFC Section 319.8.5.
- To review all of the applicable requirements for mobile food preparation vehicles, please visit the [International Code Councils website, Section 319](#).

**Set-Up:** You will be notified of your location on May 29, 2020. You will be assigned a loading time to set up for the event on Friday afternoon beginning at 12:30 pm and completed by 4:30 pm. Set up on

Saturday will begin at 8 am and be completed by 10:30 am. You are expected to be fully set up 30 minutes before the event begins.

**Electricity:** Limited electrical outlets are available upon request. Backup generators are highly recommended. All other food truck vendors must provide generators for their own power.

**Breakdown:** Breakdown cannot begin until the end of each day's event. Large equipment will not be pulled out until the crowd thins out.

**Go Green Waste Reduction Program:** After a pilot program with the Lebanon Farmers' Market in 2019, we are proud to announce Lebanon Recreation and Parks' Waste Reduction Program for 2020. All food truck vendors will be expected to use compostable and/or recyclable containers. Details about procurement of approved containers will be available by March 2, 2020. The City of Lebanon will provide receptacles for participant's trash. You are responsible for collecting all trash or debris generated from within your truck and removing it from public property.

City Code Chapter 179: All Food Truck Vendors must be in compliance with City Code Chapter 179.



## 2020 Lebanon Food Truck Festival Application

Food Truck Name: \_\_\_\_\_

Type of Food Provided: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Dimensions of Food Truck (L x W x H): \_\_\_\_\_ Can you level your own trailer/truck? Yes/No

Side of Window: (Drivers/Passenger/Rear) \_\_\_\_\_

What type of generator will you be running? (Specify built-in, stand alone, inverter) \_\_\_\_\_

Limited number of electrical outlets available upon request:

- I need an electrical outlet.       I do not need an electrical outlet.

I'm applying to vend on the following day(s):

- Friday, June 26, 2020 - \$75/day       Saturday, June 27, 2020 - \$75/day

### Promotions/Social Media:

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

Instagram Handle: \_\_\_\_\_ Twitter Handle: \_\_\_\_\_

*Share your participation with your local followers and "Like" Lebanon Recreation & Parks to be tagged in promotions.*

### Checklist

Certificate of Insurance listing City of Lebanon as Additionally Insured

Copy of Event Menu Including \$3.00 Sample

Choose one of the following:

- Copy of NH Food License
- I am a temporary or occasional food service establishment as defined by NH DHHS and I am exempt from a food service license by the State of New Hampshire. I am providing a ServSafe Certificate.

**Release from Personal Liability:** The LICENSEE hereby releases and forever discharges the City, its heirs, agents and assigns from any and all liability for any and all damage to property the LICENSEE brings to the LICENSED PREMISES or any and all bodily injury the LICENSEE, its employees, invitees, agents, or assigns may suffer while at the LICENSED PREMISES. The LICENSEE has attached hereto a certificate evidencing worker's compensation insurance coverage for any and all of its employees.

**LICENSEE Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Option to Waive Requirement for Worker's Compensation Insurance:** The requirement for worker's compensation insurance coverage may be waived by the CITY if the LICENSEE certifies that they will not have any employees working at the LICENSED PREMISES. It is understood and agreed by the LICENSEE that waiver of the requirement for worker's compensation insurance coverage does NOT, however, relieve the LICENSEE from providing the CITY with a Certificate of Insurance, or liability for claims of property damage, or personal injury to volunteers or non-employees that may assist at the LICENSED PREMISES.

I, \_\_\_\_\_, hereby certify that no employees will be present at the event, and therefore am requesting a Waiver of Worker's Compensation Insurance by the CITY.

**Request for Waiver of Worker's Compensation Insurance:**       **Approved**       **Denied**

**City Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agreement to Terms:** As a vendor at the Lebanon Food Truck Festival, I agree that prior to offering any products for sale, I am/will become familiar with NH State Regulations pertaining to my product and agree to comply with the provisions of these documents. I understand that individual product liability is my responsibility. I do hereby release the Lebanon Recreation & Parks Department, the City of Lebanon employees and the City of Lebanon from any liability related to my products or my participation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applications must be received by March 20, 2020**

**Mail to: Lebanon Recreation and Parks Department  
51 North Park Street  
Lebanon, NH 03766**